

EDITED TASK LISTING

CLASSIFICATION: **ELECTRICIAN II, CF**

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Maintain and repair transmission lines for electrical systems, per institutional needs in order to help eliminate power outages, utilizing proper personal protective equipment (PPE), meters, and certified high voltage equipment (i.e. hot sticks/gloves, boom truck, etc.), as required.
2.	Install electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus, (e.g., phase rotation, voltage, amperage, wire size, etc.,) in compliance with the National Electrical Code, to maintain the safety and security of the institution, utilizing the proper lock-out/tag-out procedures, meters, various hand tools, Building Standard Code, National Electrical Code, National Building Code and the Uniform Building Code, as required.
3.	Repair electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus, (e.g., phase rotation, voltage, amperage, wire size, etc.,) in compliance with the National Electrical Code, to maintain the safety and security of the institution, utilizing the proper lock-out/tag-out procedures, meters, various hand tools, and National Electrical Code, as required.
4.	Troubleshoot institutional electrical systems to restore power and minimize interruption to institutional programs and operations, utilizing proper lock-out/tag-out procedures, meters, various hand tools, and National Electrical Code, as required.
5.	Maintain a clean electric shop free of clutter and debris (e.g., deposit waste in appropriate containers [i.e., trash, recycle, and hot trash]) to ensure a safe work environment, to help eliminate areas where contraband may be concealed, to facilitate the safety and security of the institution, in accordance with the Departmental Operation Manual (DOM), utilizing a broom, mop, inmate worker, etc., as needed.
6.	Maintain an organized electric shop in order to ensure compliance with the Department's policy per Departmental Operation Manual (DOM), utilizing the tool check-out system and the daily inventory sheet in order to maintain tool accountability and the safety and security of the institution, as required.
7.	Operate electrical equipment (e.g., meters, conduit benders, drill motors, cutters, etc.,) in order to ensure proper completion of work, meet institutional security and program needs, provide a safe working environment, ensure compliance with various rules, regulations, codes, policies, and procedures, etc., utilizing the manufacturer's operation manual, industry trade standards, etc., as required.
8.	Advise in the selection of electrical equipment to provide standardization throughout the institution, verifying proper equipment is being ordered affecting cost savings, utilizing As-Builts, Electrical Code, specifications, Underwriter Laboratories (UL) approved materials, as required.
9.	Advise in the storage of electrical equipment and materials in order to ensure materials are stored correctly to preserve the integrity of the materials, utilizing proper storage methods (e.g., cargo boxes, warehouses, electric shops, shelving, etc), and maintain current inventory list, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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10.	Coordinate and work with other tradespeoples (e.g. painters, carpenters, plumbers, stationary engineers, etc.) in order to complete work projects and/or in emergency situations in accordance with Departmental policy and safety regulations in a timely manner, under the direction of the Electrician III and/or Supervisor of Building Trades, as required.
11.	Make rough sketches of electrical installations and repairs, in order to identify new changes/corrections to the current As-Builts plans, utilizing current plans and specifications, Building Standard Code, National Electrical Code, National Building Code and the Uniform Building Code, as required.
12.	Estimate the cost of electrical installations and repairs, to provide your supervisor with information necessary for a cost analysis, utilizing various resources (e.g., internet, personal knowledge, blue prints, rough sketches, cost estimate books, vendor quotes, codes, rules and regulations, etc.) as needed.
13.	Maintain records and daily reports (e.g., inmate/youthful offenders timesheets, daily work orders and time reports, tool control, staff and inmate/youthful offenders safety training, vehicle log, etc.) to provide information for institutional use and assure compliance with stipulated laws, rules, regulations, policies and procedures, etc., utilizing various resources (e.g., Departmental Operation Manual [DOM], Youth Administrative Manual [YAM], institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], Injury and Illness Prevention Program [IIPP], etc.), on a daily basis, as required.
14.	Lead and instruct unskilled assistants engaged in the maintenance and repair of electrical systems (e.g., electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus) in order to provide information and direction, and ensure proper completion of work, to meet institutional security and program needs, provide a safe working environment, and ensure compliance with various laws, rules, regulations, codes, policies, and procedures, etc., by utilizing the work order system and various resources (e.g., weekly documented safety meetings/training on tools and equipment, inmate accountability, etc.,) on a daily basis.
15.	Respond to emergency call back (e.g., power outage, gates malfunction, electric fence and zone alarm, etc.) in order to ensure the safety and security of the institution by utilizing and maintaining a land line phone or cell phone, etc., as required.
16.	Attend In-Service Training (IST) and On-the-Job Training (OJT) in order to ensure employee meets his/her minimum 40 hours per year of required training pursuant to the Departmental Operation Manual (DOM) to increase knowledge of current Departmental procedures and policies, by utilizing In-Service Training (IST), bulletin, block training, In-Service Training (IST) sign in sheets, etc., as required.

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17.	Perform Preventive Maintenance Service (PM,S) of electrical equipment, to help prevent and eliminate equipment failure in order to ensure proper operation of electrical equipment, by utilizing manufacturer recommendations, owner manuals, industry standards, etc., and maintaining service records, as required.
18.	Maintain telecommunication systems, to provide communication throughout the institution in order to ensure and maintain the safety and security of the institution, utilizing work orders, monitoring the Private Automated Branch Exchange (PABX), various tools, etc., as needed.
19.	Maintain Lethal Electrified Fence (LEF), to ensure compliance with local variance to maintain the safety and security of the institution in order to help prevent escape or injury of persons committed to the Department and staff, by utilizing certified high voltage equipment (e.g., hot sticks/gloves, test meters, computer, annunciator panels etc.) as required.
20.	Perform preventive maintenance of alarm systems (e.g., personal alarm, fire alarm) to ensure proper functioning, to maintain the safety and security of the institution in order to prevent injury of persons committed to the Department and staff, and to minimize damages to state property, utilizing test procedures, various meters and hand tools, as required.
21.	Repair alarm systems (e.g., personal alarm, fire alarm) to maintain the safety and security of the institution in order to prevent injury of persons committed to the Department and staff, to minimize damages to state property, utilizing test procedures, various meters and hand tools, as needed.
22.	Install alarm systems (e.g., personal alarm, fire alarm) to provide and ensure security systems are in compliance with Departmental policies and California Fire Code in order to maintain the safety and security of the institution, to prevent injury of persons committed to the Department and staff, and to minimize damages to state property, utilizing test procedures, various meters and hand tools, as required.
23.	Maintain institutional high mast lighting system to ensure the safety and security of the institution in order to help prevent escape or injury to persons committed to the Department and staff, by utilizing various meters, hand tools, proper training, manufacturer recommendations, owner's manual, etc., as needed.
24.	Inspect premises to ensure the work environment is free from contraband (e.g., weapons, drugs, and tobacco, etc.) utilizing mirrors, protective gloves, training resources, Departmental safety standards, Departmental Operation Manual (DOM), etc., as required.
25.	Search inmates to ensure freedom from contraband (e.g., weapons, drugs, and tobacco, etc.) utilizing handheld wand metal detectors, protective gloves, training resources, Departmental safety standards, Departmental Operation Manual (DOM) etc., as required.

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26.	Maintain emergency generator systems to ensure proper electrical operational status of the facility in order to maintain the safety and security of the institution by utilizing testing procedures, Preventive Maintenance Program (PM), load testing, etc., as required.
27.	Maintain tools, equipment and inventory in a safe, organized manner in order to maintain functionality, reliability and ensure job completion and/or continuity of work in accordance with Departmental policies and procedures and CalOSHA requirements, on a daily basis.
28.	Escort outside vendors to provide contracted service to the institution, in order to maintain the safety and security of the institution (e.g., injury, escape, contraband, etc.) and assure compliance with stipulated rules, regulations, policies, procedures, etc. utilizing, Departmental Operation Manual (DOM), institutional operational procedures, documented In-Service Training (IST), tool control, staff accountability, etc. as required.
29.	Compile records (e.g., Materials Safety Data Sheets [MSDS], inmate/youthful offenders timesheet, daily work orders and time reports, tool control, staff and inmate/ward safety training, vehicle log, etc..) in order to provide information for institutional use and assure compliance with stipulated rules, regulations, policies, procedures, etc.), utilizing various resources (e.g., Departmental Operation Manual [DOM], institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], Injury and Illness Prevention Program [IIPP], etc.) as required.
30.	Develop scope of work for contracts to provide detailed information regarding projects (e.g., cost analysis, materials, time frame, tool control, etc.) to vendors, utilizing Departmental Operation Manual (DOM), institutional operational procedures, As-Builts, internet, etc., as required.
31.	Assist with priority ones redirect to assist in emergency situations (e.g., cell searches, power outages, cell door malfunction, etc.) to ensure the safety and security of the institution in order to help prevent escape or injury to persons committed to the Department and staff, utilizing Departmental Operation Manual (DOM), institutional operational procedures, various hand tools, meters, proper training, etc. as directed.